

<b><i>City of Commerce</i></b> <b>Finance</b>	<b>Accounts Payable</b>	<b>SOP</b>	<b>203</b>
Request for Advances/Miscellaneous Payments Policy		Version No	<b>1.1</b>
		Effective Date	01/17/08

## **1.0 Purpose**

A written procedure to process advances (i.e. travel and meeting advances), entertainment service agreements, and other check requests that do not have a supporting invoice (i.e. graffiti removal rewards, scholarships, and community recognitions).

## **2.0 Scope**

This policy will apply to all check requests that do not have a supporting invoice.

## **3.0 Responsibility for Request for Advances/Miscellaneous Payments**

The requesting Staff, herein referred to as "Staff", is responsible to acquire the necessary approvals and supporting documentation (i.e. an agenda item, conference or promotional flyer) prior to submitting the Request for Warrant form to Finance. The Finance Department shall confirm appropriate approvals are on the Request for Warrant and confirm available funds prior to processing the check request.

## **4.0 Requests for Advances/Miscellaneous Payments Policy**

### **4.1 Requests for Advances (not including service agreements)**

4.1.1 Staff shall attach supporting documentation, such as the agenda item or conference publications, to the Request for Warrant form.

4.1.2 Staff may obtain approval from their Supervisor. [This is optional and is not required]

4.1.3 Staff shall obtain approval from the Department Head or authorized designee.

4.1.4 Staff shall forward the approved Request for Warrant to Finance Department for payment.

4.1.5 Finance will confirm supporting documentation, appropriate approval(s), verify appropriate account number(s), and funds availability.

4.1.6 If there are no discrepancies, Finance will process the check request and return check to Staff or mail to vendor as indicated on the Request for Warrant form.

4.1.7 Staff is required to submit an expense report, if applicable, and receipts to Finance Department no later than ten (10) days after the conclusion of the event.

4.1.7.1 If the expenses are greater than the advance, Staff shall submit a Request for Warrant for reimbursement.

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4.1.7.2 If the expenses are less than the advance, Staff shall return the excess cash no later than ten (10) days after returning from the event.

#### 4.2 Requests for Miscellaneous Payments

4.2.1 Miscellaneous payments includes, but it is not limited, to check requests for entertainment service agreements, rewards, scholarships and other community recognition awards.

4.2.2 Staff shall attach supporting documentation, such as the signed service agreement, agenda item, or publications, to the Request for Warrant form.

4.2.3 If the Request for Warrant is for a service agreement, Staff shall submit a completed Request for Taxpayer Identification Number and Certification form (IRS W-9 form).

4.2.4 Staff may obtain approval from their Supervisor. [This is optional and is not required]

4.2.5 Staff shall obtain approval from the Department Head or authorized designee.

4.2.6 Staff shall forward the approved Request for Warrant to Finance Department for payment.

4.2.7 Finance will confirm supporting documentation, appropriate approval(s), verify appropriate account number(s), and funds availability.

4.2.8 If there are no discrepancies, Finance will process the check request and return check to Staff or mail to vendor as indicated on the Request for Warrant form.

#### 4.3 Discrepancies

4.3.1 If there are discrepancies, such as incorrect account numbers, no funds available, and/or incomplete approval(s) or supporting documentation, Request for Warrant form will be sent back to Staff for review and verification.

#### 4.4 Special Instructions for Check Request

4.4.1 Staff is to indicate special instructions in the "comment" section of the Request for Warrant form.